

16 October 1958

25X1

MEMORANDUM FOR: [REDACTED], Records Center

SUBJECT: Supplemental Distribution of JPRS

1. Effective immediately, it is requested that you keep only three to five copies of each JPRS to be used for supplemental distribution. At the end of four months these copies may be returned to USJPRS through appropriate channels, except for those issues which have been quite active (example #241).

2. From time to time FDB or GCR may request you to keep more than five copies of certain important issues.

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[REDACTED]  
Chief, Document Division, CR

CONCUR: 25X1

[REDACTED]  
CIA Librarian

CONCUR:

Chief, Foreign Documents Division, OO

58-453

Document Division, OCR

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It is requested that the 19 June 58 evaluation of employee suggestion no. 58-453 be rescinded and the following substituted.

The majority of requests for additional copies of CIA documents stored at Records Center are made by CIA offices and Form #490 is used for this purpose. The balance of such requests, for the most part, are from IAC agencies and are received by CIA on a variety of forms, including Form 755(a), Dept. of Defense Form DD1142, a State Dept. form, and standard office memoranda and letters.

The adoption by all requesting agencies of a standard form combining ordering and receipting action would result in considerable savings; however, it is possible that this could be accomplished by use of an existing form.

Distribution:

Orig. & 2 - Addressee  
2 - DD  
1 - Employee's Suggestions File  
1 - Chrono

16 October 1958

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Chief, Document Division